2010 Onsite Calendar

Supervisors and Work Leads

Course or Workshop	Instructor	Scheduled Dates	Course #
Supervisor Responsibilities for		Online access anytime @	BLI0117
Berkeley Lab – online course		http://www.lbl.gov/BLI/SR/	
Dealing with Challenging People	Susan	January 19	BLI0128
- Webinar for Supervisors Only	Zemelman	Online access 1:00pm-2:00pm	
Supervisor Scenario Workshop – HR Issues	Kathy Anttila	January 28 2-100B 12:30pm-3:30pm	BLI0122
Managing Your Time & Getting	Nancy	February 3	BLI0132
Things Done - Webinar	Friedman	Online access 11:00am-noon	
Conducting Effective Meetings - Webinar	Nancy Friedman	February 3 Online access 1:00pm-2:00pm	BLI0131
Performance and Career	Kathy	March 16	BLI0130
Mentoring Conversations	Anttila	Pers Hall 9:30am-noon	
Supervisor Scenario Workshop –	Kathy	May 11	BLI0122
HR Issues	Anttila	Pers Hall 12:30pm-3:30pm	
Dealing with Challenging People	Susan	May 26	BLI0128
– Webinar for Supervisors Only	Zemelman	Online access 1:00pm-2:00pm	
Annual Performance Review	Kathy	June 7	BLI0148
Discussion Workshop for Supervisors Only	Anttila	2-100B 1:00pm-3:00pm	
Annual Performance Review	Kathy	June 28	BLI0148
Discussion Workshop for Supervisors Only	Anttila	2-100B 1:00pm-3:00pm	
Annual Performance Review	Kathy	July 14	BLI0148
Discussion Workshop for	Anttila	Pers Hall 10:00pm-12:00pm	
Supervisors Only Managing Your Time & Getting	Nancy	July 15	BLI0132
Things Done - Webinar	Friedman	Online access 11:00am-noon	DLIVI32
Conducting Effective Meetings - Webinar	Nancy Friedman	July 15 Online access 1:00pm-2:00pm	BLI0131

2010 Onsite Calendar

Supervisors and Work Leads Cont.

Course or Workshop	Instructor	Scheduled Dates	Course #
Supervisor Scenario Workshop –	Kathy	July 27	BLI0122
HR Issues	Anttila	2-100B	
		12:30pm-3:30pm	
Performance and Career	Kathy	August 17	BLI0130
Mentoring Conversations	Anttila	Pers Hall	
· ·		9:30am-noon	
Career Planning – Supervisors	Elayne	October 6	BLI0134
	Chou	Pers Hall	
		10:00am-noon	
Fundamentals of Leading and	Larry	October 12-13	BLI0121
Motivating People	Midgett	Pers Hall	
ivious uting i copie	Magett	9:00am-4:00pm	
Dealing with Challenging People	Susan	November 3	BLI0128
- Webinar for Supervisors Only	Zemelman	Online access	
1		11:00a - noon	
Managing Your Time & Getting	Nancy	November 9	BLI0132
Things Done - Webinar	Friedman	Online access	
		11:00am-noon	
Conducting Effective Meetings -	Nancy	November 9	BLI0131
Webinar	Friedman	Online access	
		1:00pm-2:00pm	
Supervisor Scenario Workshop –	Kathy	November 16	BLI0122
HR Issues	Anttila	2-100B	
		12:30pm-3:30pm	
Performance and Career	Kathy	December 1	BLI0130
Mentoring Conversations	Anttila	Pers Hall	
_		9:30am-noon	

2010 Onsite Calendar

Scientists, Engineers, Postdocs & GSRA's

Course or Workshop	Instructor	Scheduled Dates	Course #
Writing for Publication in Research	Dr. Maggie	February 17	BLI0114
Journals	Sokolik	Pers Hall	
		1:00-3:00pm	
Career Planning Workshop For	Dr. Elayne	March 10	BLI0118
Postdocs and Graduate Students	Chou	Pers Hall	
		1:00-3:00pm	
Creating Visual Displays for	Dr. Maggie	March 17	BLI0115
Research Journals	Sokolik	Pers Hall	
C	D. Maraia	1:00-3:00pm	DI 10117
Creating Research Presentations	Dr. Maggie	April 15 Pers Hall	BLI0116
	Sokolik	1:00-3:00pm	
Writing for Publication in Research	Dr. Maggie	May 13	BLI0114
Journals	Sokolik	2-100B	DLIVIIT
Journals	SOKOLIK	1:00-3:00pm	
Creating Visual Displays for	Dr. Maggie	July 14	BLI0115
Research Journals	Sokolik	Pers Hall	BLIVIIS
Research Journais	SOKOIIK	1:00-3:00pm	
Career Planning Workshop For	Dr. Elayne	August 5	BLI0118
Postdocs and Graduate Students	Chou	Pers Hall	
		1:00-3:30pm	
Creating Research Presentations	Dr. Maggie	September 21	BLI0116
_	Sokolik	Pers Hall	
		1:00-3:00pm	
Writing for Publication in Research	Dr. Maggie	October 19	BLI0114
Journals	Sokolik	Pers Hall	
		1:00 – 3:00pm	
Creating Visual Displays for	Dr. Maggie	November 3	BLI0116
Research Journals	Sokolik	Pers Hall	
	Bonom	1:00-3:00pm	
Career Planning Workshop For	Dr. Elayne	November 11	BLI0118
	Chou	Pers Hall	DLIVIIO
Postdocs and Graduate Students	Chou	1:00-3:30pm	
Creating Research Presentations	Dr. Maggie	December 9	BLI0115
Creating Research 1 resentations	Sokolik	Pers Hall	DEMOTIS
	SOKOHK	1:00-3:00pm	

6.7.2010

2010 Onsite Calendar

All Employees

Course or Workshop	Instructor	Scheduled Dates	Course #
Dealing with Challenging People – Webinar for Employees Only	Susan Zemelman	January 19 Online access	BLI0143
webmar for Employees Omy	Zememan	11:00am-noon	
Managing Your Time & Getting	Nancy	February 3	BLI0132
Things Done - Webinar	Friedman	Online access 11:00am-noon	
Conducting Effective Meetings -	Nancy	February 3	BLI0131
Webinar	Friedman	Online access 1:00pm-2:00pm	
Career Planning Workshop	Dr. Elayne	March 10	BLI0119
	Chou	Per Hall 10:00am-noon	
Tuition Reimbursement Workshop	Karen	March 23	BLI0101
	Paris	2-100B	
Dealing with Challenging People	Susan	10:30am-noon May 26	BLI0143
Webinar for Employees Only	Zemelman	Online access	
Annual Performance Review	Vothy	11:00am-noon June 9	BLI0147
Discussion Workshop for Employees	Kathy Anttila	2-100B	DLIU147
Only		1:00pm-3:00pm	
Annual Performance Review	Kathy	June 29	BLI0147
Discussion Workshop for Employees	Anttila	2-100B 1:00pm-3:00pm	
Only Annual Performance Review	Kathy	July 15	BLI0147
Discussion Workshop for Employees	Anttila	Pers Hall	
Only		1:00pm-3:00pm	
Managing Your Time & Getting	Nancy	July 15 Online access	BLI0132
Things Done - Webinar	Friedman	11:00am-noon	
Conducting Effective Meetings -	Nancy	July 15	BLI0131
Webinar	Friedman	Online access 1:00pm-2:00pm	
Tuition Reimbursement Workshop	Karen	July 20	BLI0101
	Paris	2-100B 10:30am-noon	
Career Planning Workshop	Dr. Elayne	August 5	BLI0119
	Chou	Pers Hall	
Tuition Reimbursement Workshop	Karen	10:00am-noon September 23	BLI0101
	Paris	2-100B	
Dealing with Challenging People –	Susan	10:30am-noon November 2	BLI0143
Webinar for Employees Only	Zemelman	Online access	DLIVIAS
		11:00am-noon	

Go to www.lbl.gov/BLI to "Onsite Courses" for further details on each course. To register, go to Employee Self Service. For questions, contact Karen Paris at x5122

2010 Onsite Calendar

All Employees Cont.

Course or Workshop	Instructor	Scheduled Dates	Course #
Managing Your Time & Getting Things Done - Webinar	Nancy Friedman	November 9 Online access 11:00am-12:00pm	BLI0132
Conducting Effective Meetings - Webinar	Nancy Friedman	November 9 Online access 1:00pm -2:00pm	BLI0131
Career Planning Workshop	Dr. Elayne Chou	November 11 Pers Hall 10:00am-noon	BLI0119
Tuition Reimbursement Workshop	Karen Paris	November 17 2-100B 10:30am-noon	BLI0101

2010 Onsite Calendar

Computer/Software Skills Development

Course or Workshop	Instructor	Scheduled Dates	Course #
Excel 2007 Intro	Rebekkah Threewitt	January 19	BLI0141
		90-0026 Training room	
		8:30am - 4:30pm	
Excel Pivot Tables 2007	Rick Camara	January 27	BLI0111
		90-0026 Training room	
	7.1.0	8:30am – 4:30pm	
Power Point 2003	Rick Camara	February 10	BLI0144
		90-0026 Training room	
D 1 4 2005 I 4	D 1 11 1 77	8:30am – 4:30pm	DI 101 10
PowerPoint 2007 Intro	Rebekkah Threewitt	February 17	BLI0142
		90-0026 Training room	
N E4 W1 2007	D 1 11 1 TI '''	8:30am – 4:30pm	DI 10125
New Features Word 2007	Rebekkah Threewitt	March 10	BLI0125
		90-0026 Training room	
New Features Excel 2007	D -1-1-1-1-Th	8:30am-12:00pm March 10	DI 10126
New Features Excel 2007	Rebekkah Threewitt		BLI0126
		90-0026 Training room 1:00pm-4:30pm	
Word 2007 Intro	Rick Camara	March 17	BLI0140
Word 2007 Indio	Rick Calliara	90-0026 Training room	BL10140
		8:30am-4:30pm	
Excel 2007 Intro	Jesica Garrou	May 19	BLI0141
Exect 2007 Intro	Jesica Garrou	90-0026 Training room	DLIVIAI
		8:30am-4:30pm	
Excel Advance 2007	Jesica Garrou	June 16	BLI1006
		90-0026 Training room	
		8:30am-4:30pm	
Excel Pivot Tables 2007	Jesica Garrou	June 17	BLI0111
		90-0026 Training room	
		8:30am-4:30pm	
Word 2007 Intro	Jesica Garrou	June 23	BLI0140
		90-0026 Training room	
		8:30am-4:30pm	

Additional classes will be added throughout the year. Please contact Karen Paris on x5122 for information